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Meetings 3

**RETURN TO
RECORDS MANAGEMENT DIVISION**OUTLINE FOR DISCUSSION WITH OFFICIALS OF OCI
RELATIVE TO RECORDS DISPOSITION SURVEY - 21 JUNE 1955

1. Acknowledgement of introduction and preliminary statement with respect to reason for this meeting today - request by

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[redacted] - previous discussions with [redacted] of DD/I's office - surveys made throughout the DD/I area.

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2. What is records management? - It is the efficient maintenance of current records, the scheduled disposition of those that can be destroyed, and the controlling of records before creation. Records management, therefore, is an effective tool of the Agency's Records Management Program which attempts to control and improve records from their birth to retirement. Records management in this Agency includes forms management, reports management, correspondence management, the Vital Materials Program, and the operation of the Agency Records Center.

3. Records management came into being as a result of necessity. The Federal government creates 7,000,000,000 pieces of paper annually. Paperwork is costing the government more each year - \$4,000,000,000 in fiscal year 1954 - more than the entire Federal budget for 1931. The Hoover Commission Report of 1949 highlighted records problems and one of the significant results was a legal requirement (Public Law 754) which requires that the head of each agency do something about its records.

4. This Agency must comply with the Federal Records Act of 1950 the same as any other Agency - the General Counsel's opinion as stated in 1950.

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5. Industry and government have found that a good records management program pays dividends:

- a. Hoover Commission Report - 1955.
- b. Standard Oil Company, Ford Motor Company, Pacific Telephone Company, and Pan American Air Lines.

6. Progress made in this Agency:

- a. Recent response to the Bureau of the Budget request for compliance with recommendations of the Hoover Commission Report on Paperwork Management.
- b. Development of overall program.
- c. Provision of special Records Center - 42,000 cu. ft., approximately half filled with inactive records which would require about 2,500 safe cabinets costing the Agency over \$600,000.
- d. Describe Center and services.
- e. Compare cost of keeping records in Center versus office.

7. Progress made in DD/I area:

- a. Approximately 30,000 cu. ft.
- b. About 8,000 pieces of filing equipment valued at \$1,500,000.
- c. Records retired to Center to date, approximately 5,000 cu. ft.
- d. Permanent records vary from 5% to a high of 55% which compares favorably with a Government average of 26% and

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8. As indicated earlier the primary purpose of this meeting today is to determine when to start a records disposition program for you. The brochure that I have in my hand on Records Disposition outlines briefly some of our experiences to date. I am sure that while you have special problems to deal with in your program, the benefits that you will derive will be comparable to those elsewhere in the Agency. We are here to help you with your problems. Actually, we will be one of your employees and [redacted] who is here with me today, will conduct the survey. He will be assisted by [redacted]

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[redacted] have all of the clearances that I think are required for your area. They have completed similar surveys in OSI, ORR, ONE and OO. Perhaps it would be a good idea for [redacted] to describe to you briefly exactly how he conducts a records inventory.

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